



REPORTING PROCEDURES

Adapted from Tennis Ireland Child Protection Fact Sheet 16
http://www.tennisireland.ie/clubs/child_protection



Guidelines For Reporting Accidents

In the event of an accident, the following procedure will be carried out:-
Fill in 2 copies of the Accident Form Available from club office for ALL accidents
Make contact with parents/ guardians
One copy of form to incident book/ folder
Forward 1 copy to Children's officer for record keeping/ action required
Contact emergency services/ GP if required
Record in detail all facts surrounding the accident, witnesses etc.

Guidelines For Reporting Allegations/ Incidents

Record all incidents reported or observed on an Incident Form Available from club office
1 copy to Children's officer
Ensure confidentiality - only "need to know basis" (reference confidentiality clause)

The designated person will be responsible for storing any report in a safe and secure environment.

Guidelines For Responding To A Child Reporting An Incident

DOs

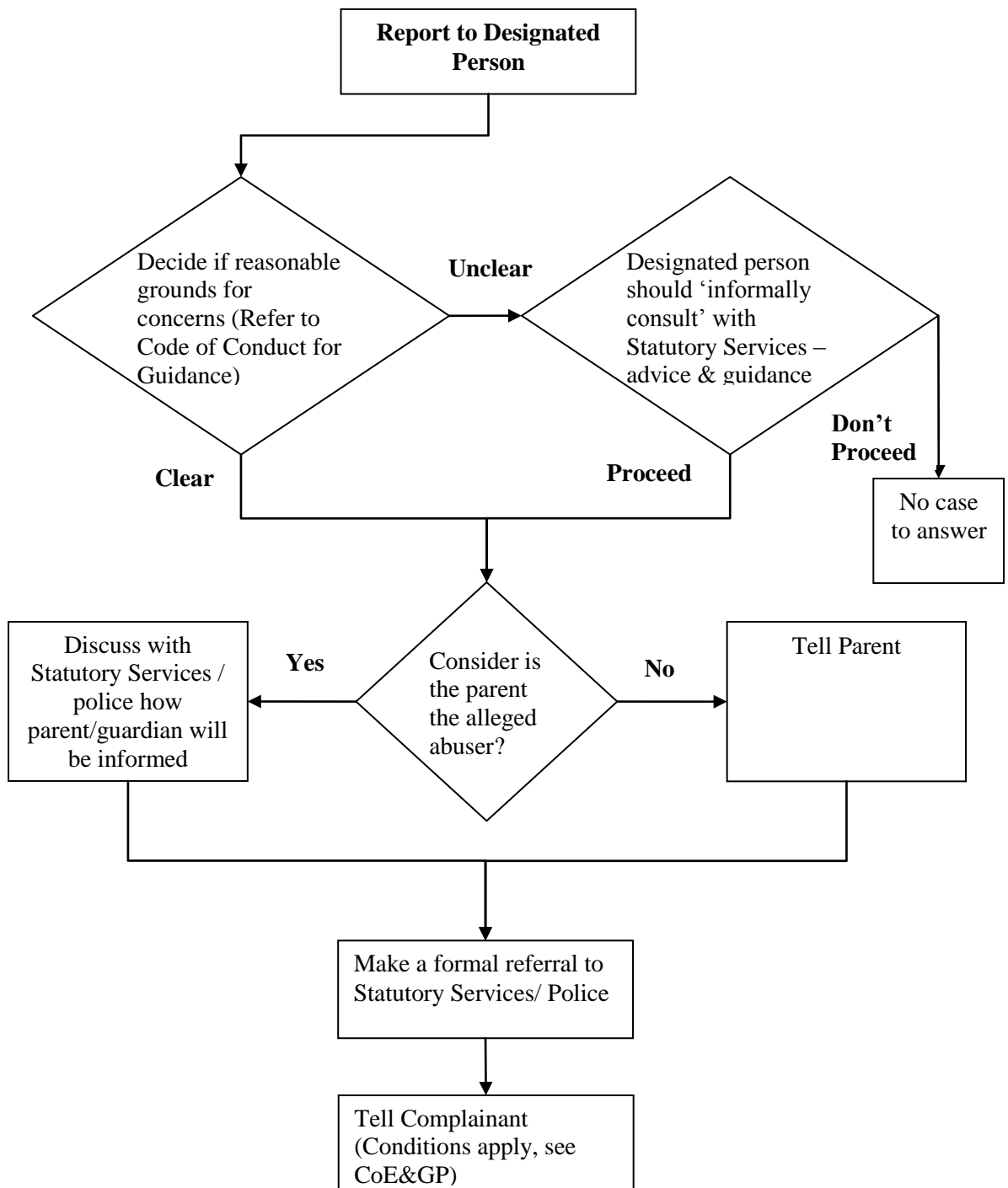
Stay calm
Listen & hear. Give the person time to say what they want
Reassure them that they have done the right thing in telling and that it will be dealt with appropriately
Record in writing what was said as soon as possible
Report to someone else in the organisation - "the designated person."
Record your report.

DON'Ts

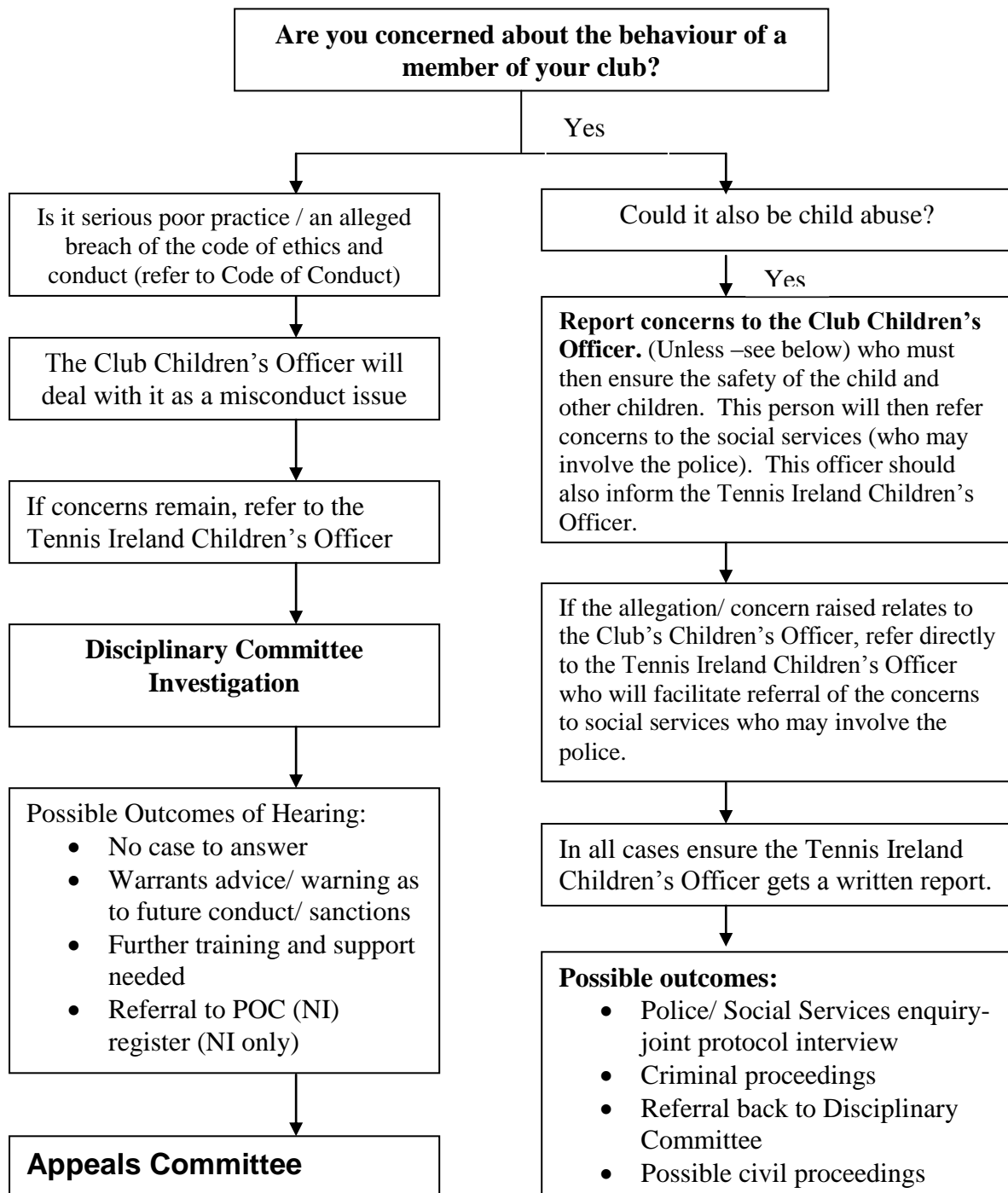
Panic
Promise to keep secrets
Enquire into the details of the abuse
Make a child repeat the story unnecessarily.

Reporting Procedures About Possible Abuse Outside The Organisation

When the complaint is about possible abuse outside the organisation



Reporting Procedures About Behaviour Of A Club Member/ Coach



If you do not know who to turn to for advice or are worried about sharing your concerns with a senior colleague, you should contact the Statutory Services direct (or the NSPCC/ISPCC or Childline.) At any stage during the process in the left hand column the issue can be referred externally either formally or informally for advice. Following the external (right column) outcome the matter may be referred back to the club's Disciplinary Committee.